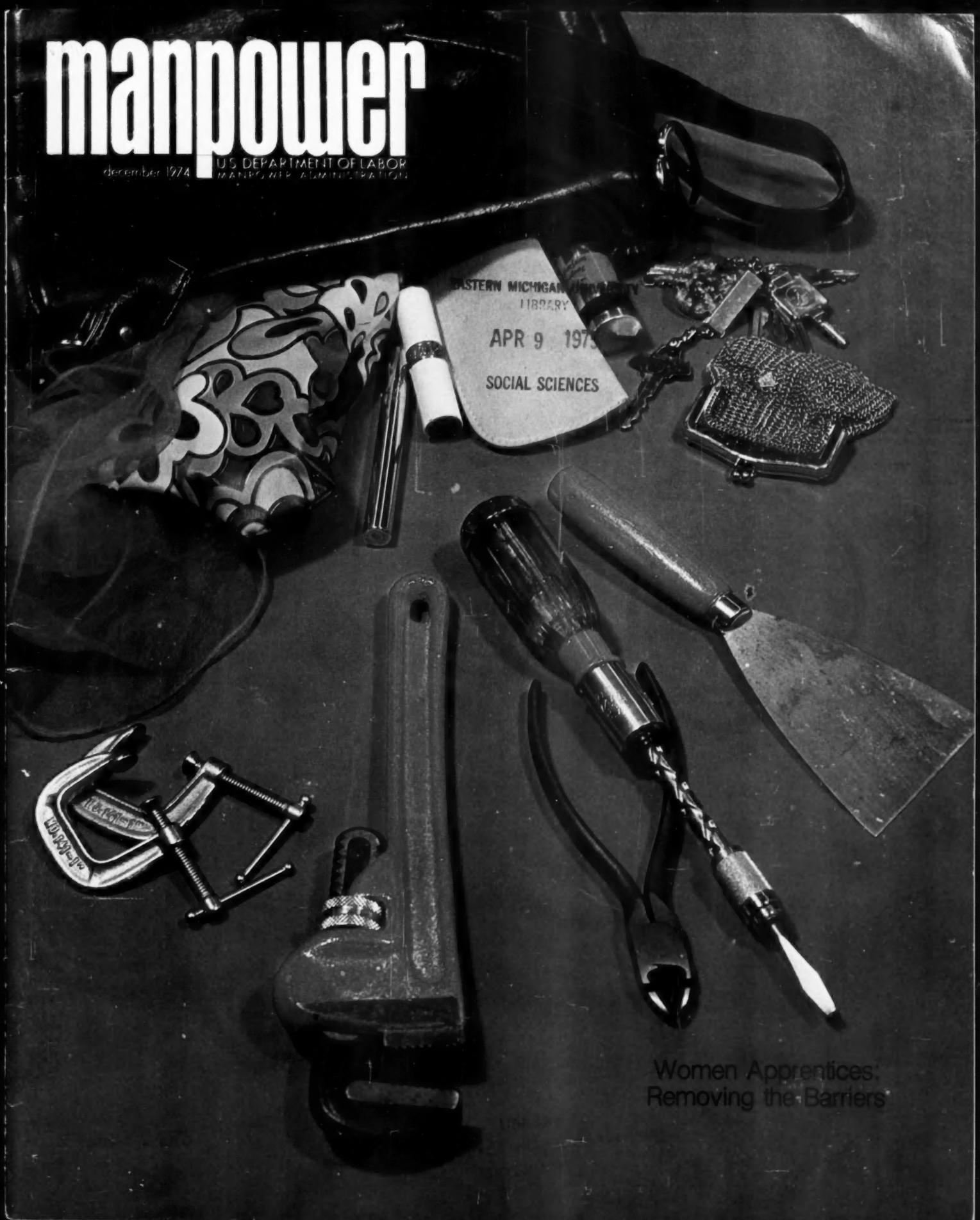
manpower

december 1974 U.S. DEPARTMENT OF LABOR
MANPOWER ADMINISTRATION

EASTERN MICHIGAN UNIVERSITY
LIBRARY
APR 9 1975
SOCIAL SCIENCES



Women Apprentices: Removing the Barriers

manpower
volume 6 number 12
U.S. DEPARTMENT OF LABOR
MANPOWER ADMINISTRATION

In this issue . . .

"Once we're out of military service, we're dead! Nobody will touch us with a 10-foot pole!"—Page 14

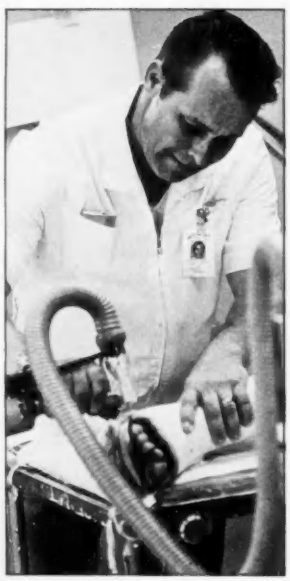
"I need men's wages; I've got two children to support. There's only $50 a month payment from their father."—Page 5

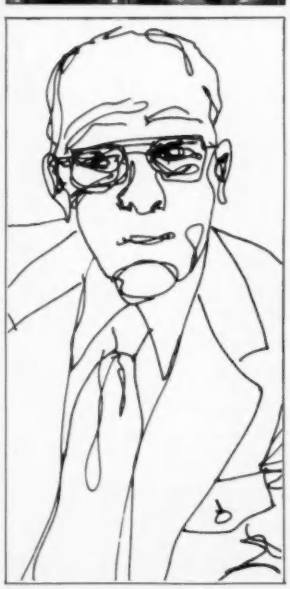
". . . only something like 1 percent of the total offender population has committed crimes of violence."—Page 23

"He warned me that my hands would get dirty in the machine shop. I picked up his hands and told him, 'Yours don't look so bad to me.' So, he took me on. He didn't try to discourage me anymore."—Page 13

". . . I think American business has become socially responsible in an order of magnitude far greater than it was even 4 years ago."—Page 26

"With health services increasingly provided in organized settings . . . the (licensure) laws designed a century ago to protect the public against incompetent and unethical solo practitioners have become obsolete. . . ."—Page 18





articles

2 Women Apprentices: Removing the Barriers *Norma Briggs*
Project challenges stereotypes of sex roles in the workplace

12 Changing Patterns
Woman Air Force machinist finds job a lot like sewing

14 Military Medics—Will We Use Their Skills? *Patricia Marshall*
Many barriers impede transfer of talents to civilian jobs

22 The NAB: Taking Stock After 7 Years
President of National Alliance of Businessmen sees "tremendous progress" in hiring practices

29 President Urges Public Service Jobs, Extended Unemployment Insurance
Community improvement projects tied to jobless rate of 6 percent

departments

27 News & Notes

31 Words & Figures

32 Publications

COVER: U.S. Department of Labor photograph by Ann Meekins.

LIBRARY
EASTERN MICHIGAN UNIVERSITY
YPSILANTI

U. S. DEPOSITORY DOCUMENT

Peter J. Brennan
Secretary of Labor

William H. Kolberg
Assistant Secretary for Manpower

Larry R. Moen
Director of Information

Ellis Rottman, *editor*
Patricia Marshall, *associate editor*
Timothy Larkin, *contributing editor*
Richard Mathews, *art director*
Ann Meekins,
associate art director

MANPOWER Magazine is the official monthly journal of the Manpower Administration, U.S. Department of Labor. It is distributed without charge to personnel of the national and regional Manpower Administration offices and, by special arrangement, to State employment security agencies. It is also available on subscription at $15.30 a year (single copies $1.30) from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. In countries other than the United States, Canada, and Mexico, annual subscription is $19.15. The Secretary of Labor has determined that the publication of this periodical is necessary in the transaction of the public business required by law of this Department. Use of funds for printing this periodical has been approved by the Director of the Office of Management and Budget through June 30, 1975.

Expressions of opinions in articles by authors do not necessarily represent the views of the U.S. Department of Labor. Inclusion of photographs to illustrate articles does not necessarily mean that the photographs are free of every possible safety or health hazard.

Correspondence regarding articles should be addressed to Editor, MANPOWER Magazine, 601 D St. NW., Washington, D.C. 20213.

CHANGES OF ADDRESS: Send new address, including ZIP code, to Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Please also include old address label from MANPOWER.

Controlled circulation postage paid at Baltimore, Md.

Women Apprentices: Removing the Barriers

by Norma Briggs

Project Challenges Stereotypes of Sex Roles in the Workplace

Why would a woman want to be a plumber?

That was a question asked in all seriousness in 1970, at a meeting between construction trades representatives and the staff of a new project, Women in Wisconsin Apprenticeships. Funded by the Manpower Administration, the project sought over the next 3 years to find out why women were not in the skilled trades—and also, where possible, to minimize obstacles to their entry into what was plainly a man's world. That anyone would seriously ask why a woman would want to be a plumber was symptomatic of a range of attitudes, held by women as well as men, which was itself one of the obstacles.

Wisconsin was a logical choice for a place to test an apprenticeship project that sought to break new ground. The State was a pioneer in modern apprenticeship. In 1911, the rights and responsibilities of apprentices and their employers were defined by State law, and the State Division of Apprenticeship has been a party to all apprentice contracts for more than 60 years. Apprentice pay—which usually begins at about 50 percent of the journeyperson rate and increases periodically until it reaches 90 percent for the last 6 months of apprenticeship—and the number of hours of related theoretical instruction required are specified in the contract. The contract also requires employers to release apprentices for class on paid time, a feature unique to Wisconsin. Related instruction is provided by the vocational-technical education system at public expense.

Training Called 'Bargain'

Especially with the inclusion of its progressive Wisconsin features, apprenticeship is a bargain from the learner's point of view. Instead of having to pay an educational institution to prepare for a skilled occupation, the apprentice earns money while learning. After 3 or 4 years, the apprentice graduates and is formally and publicly acknowledged as a skilled worker by presentation of a certificate of completion. Thereafter, the journeyperson has excellent job prospects at skilled wage rates.

When the project began, apprenticeship was the established entry route for about 360 skilled trades in Wisconsin. Of 8,547 apprentices in the State in 1970, only 393 were women, and 324 of them were preparing for careers in cosmetology, an occupation almost totally female. Of the others, 45 were apprentice cooks, 10 were apprentice barbers, and the rest were scattered among seven occupations, none of which was in construction or heavy industry.

This distribution, however, was only a reflection of male-female ratios in skilled trades. In 1968 the Wisconsin work force was 32 percent female, and half the women then working were in manufacturing. But only 1 percent of women in manufacturing were technicians, and only 4 percent were categorized as "craftsmen or other kindred workers." Nor did matters seem to be improving. Despite Wisconsin's being the first State, in 1961, to prohibit sex-based discrimination in employment,

Norma Briggs, executive secretary of the Wisconsin Governor's Commission on the Status of Women, was coordinator of the Women in Wisconsin Apprenticeships project from 1970 to 1972.

Women Apprentices

the economic status of working women had actually deteriorated over the previous decade. Women were clustered in low-skill, low-pay occupations, and the average working woman's income was 58 percent of the average working man's. Ten years earlier it had been 63 percent. A third of the women on welfare were employed but earned so little that they still qualified for supplementary payments.

When the Wisconsin project began, the near absence of women from apprenticeship and the skilled trades was looked upon as part of the natural order. Thus the first step was to set people wondering about the why of the status quo. Questions were asked of ever widening groups: First, State apprenticeship agency representatives, then trade and industry coordinators from vocational-technical schools, groups of union business agents, and lastly a sizable group of employers who trained apprentices.

Every person who had anything to do with training apprentices was male.

Many of them, after some thought, said the main reason women were not trained for the skilled trades was simply a matter of tradition, but others gave reasons based on common (but false) assumptions, such as:

- Women are not serious about work; they only work to earn a little pin money.
- It's a waste of time to give women skill training because most of them will marry and never use it.
- Women workers have a high absenteeism rate.

Over half the 78 employers formally surveyed who said they would hesitate to consider a woman for some apprenticeable trades contended that the jobs in question were "unsuitable" for women because they were too "dirty," too "heavy," or involved long hours. The same survey revealed, however, that women were working at all kinds of jobs under these "unsuitable" conditions—but in unskilled capacities. Many employers who hired only men said they had no idea that women were actually working in other firms in these "unladylike" conditions.

Carpenter apprentice Patricia Ann Tobin lays tile in the new U.S. Department of Labor building in Washington, D.C.

Many Do 'Unsuitable' Jobs

It was apparent that, contrary to popular myths, the absence of women in skilled trades had little to do with their unwillingness to work at "unsuitable" jobs. Women were doing "unfeminine" tasks, even if only for low pay in unskilled capacities. Why were women not becoming apprentices in larger numbers? What could be done to dispel some of the myths surrounding women's roles in the world of work? In seeking answers to these interrelated questions, the project engaged in informational work that isolated additional barriers to women's entry into apprenticeships, barriers that generated the need to refine and reshape techniques to dispel the myths.

One of the major educational tools

Bonnie O'Dess, a painter apprentice, gets some pointers on brushwork from apprentice instructor Colin Campbell.

Stephanie Sevrean used a 9-week training course in Omaha to break into the construction industry, not as an apprentice but as a $5.67-an-hour carpenter's helper. She likes the work she is doing on a construction job in Lincoln and her supervisor says she has no trouble handling it. The training program is run by the Laborers' Union as part of the Omaha Comprehensive Manpower Program.

developed was a 17-minute color film entitled *Never Underestimate the Power of a Woman.* It shows women doing work that is dirty, heavy, or highly technical—not actors, but real working women. Myth is contrasted with reality. At one point, an employer's voice says, "Women couldn't work in my shop, the work's too heavy," while two women meatcutters are shown lifting a side of beef. A truckdriver, shown with her children at home, says matter-of-factly, "I need men's wages; I've got two children to support. There's only $50 a month payment from their father." (The film is available from the Bureau of Audio-Visual Instruction, University of Wisconsin, 1327 University Avenue, Madison, Wis. 53706. It can be rented for $7.25 or purchased for $200.)

At employer, union, and counselor conferences the film proved to be an excellent device for opening discussion of the underutilization of women in industry and construction. Women's groups have made wide use of it. Employers have used it to train staff in affirmative action programs, and several Work Incentive Program units found the film helpful in broadening the occupational horizons of welfare recipients.

In high school settings, the film was less successful. High school girls, it seemed, were almost universally reluctant to identify with the middle-aged women it depicts. It had been expected that young women not bound for college, and thus potential recruits for apprenticeship, would be interested. They were not. Why?

The average young woman has been deluded into believing that if she is a normal American girl she will be in the paid labor force only for a while, marking time until she marries and solves life's problems by becoming a full-time wife and mother, and that wholesome girls starting out in life do not plan seriously for extended paid employment any more than they plan on divorce.

She has been shielded from the cold statistics of life: That even if she does marry, she is likely to work outside the home for over 20 years, that more than 1 marriage in 4 ends in divorce, that 1 household in 10 is headed by a woman, and that a fourth of the families headed by women eke out an existence below the poverty threshold because their breadwinners were unprepared for a career in the real world of work.

Age Limits Restrict Access

Typically, young women confuse femininity with the idea of romance and glamor, and, being at an age when they are dating and looking for a husband, they are particularly ill-equipped to give any kind of serious consideration to a very large proportion of the traditionally apprenticeable occupations. Those girls who showed any interest in apprenticeship centered their attention almost exclusively on occupations that conform to general ideas of what a lady may do—cosmetologist, florist, or, possibly, drafter.

The majority of women who have been enthusiastic about becoming apprentices in trades traditionally filled by men have been in their thirties, or college graduates in their late twenties who have come to realize how little today's job market offers to those who have just a liberal arts degree. Yet the joint union-management committees that run apprenticeship in the construction trades have usually set an upper age limit somewhere between 24 and 27—which effectively excludes these women.

The project isolated a number of other practices that discouraged or disqualified more women than men from competition:

- Many school systems channel students into vocations by sex, with the strongest stereotyping perpetuated in the alternatives presented to noncollege-bound youth. Boys are steered into industrial arts, with exposure to and practice at the machine and tools of the trades. Girls are given home economics or, if they are not on the college track, business subjects that lead to clerical jobs. In most schools,

Women Apprentices

Women have expanded their apprenticeship horizons in Wisconsin to include the printing trades, television repair, and other occupations where, until recently, women had been scarce or nonexistent.

girls are either forbidden or subtly discouraged from seriously experimenting with shop courses that lay the foundation for work in the skilled trades. Too great an interest in or proficiency at things technical is considered unfeminine. This not only discourages most women from ever applying for such jobs, but puts most of those who do apply at a disadvantage when taking selection tests that examine familiarity with the tools and terms of the trade.

- Many large industrial plants have a collective bargaining agreement between management and labor requiring that openings for apprentice training for skilled work with (eventually) higher pay will be posted only within the plant and not advertised through outside agencies. In many such plants all the workers in the shop are men, either because entry jobs there consist of physically demanding "bull work" or because of height requirements.
- In mills where there were some women on the shop floor, apprentice postings were sometimes found to be less accessible to them. (One mill listed opportunities in the men's washroom.)
- Many plants disqualify office staff (mainly women) from apprenticeship openings because they do not belong to the shop floor union.
- Many plants base their selection of apprentice applicants on a combination of employee seniority and youth, effectively barring many women of childbearing age because they have had to take unpaid maternity leave, frequently with loss of seniority or reinstatement rights.
- Many local newspapers divided job advertisements by sex and all apprentice openings fell, naturally, into "Help Wanted—Male" columns.

All the government-sponsored man-

Women Apprentices

power training programs and employment service offices initially contacted by the project had procedures that tended to steer women into "women's jobs" where they were unlikely to be informally exposed to apprenticeship information. For instance, one large employment service office had male interviewers assigned to skilled men, unskilled men, and professional men and women. Its two female interviewers were assigned to clericals and unskilled women. It was customary for staff to ask women without professional qualifications if they could type. Those who could were offered clerical positions; those who couldn't were offered unskilled jobs in retailing, medical facilities, hotels, or institutions. These jobs pay rock-bottom wages and rarely offer an opportunity for on-the-job training in higher level skills.

Men Get Wider Choice

By contrast, unskilled male applicants are exposed to a far wider range of entry-level jobs, many in settings that expose their holders to apprentice opportunities. Frequently these jobs pay better than "women's work" calling for more skill or training. For instance, a nursing home paid male janitors more than female licensed practical nurses.

The one government-funded employment program that processed mostly women, the Work Incentive (WIN) Program, was staffed by people unaware of apprenticeship and the skilled trades. In the project area, at least, its job development efforts for women appeared to be confined to a narrow range of traditional jobs that paid so little that many who took them continued to qualify for supplementary welfare checks.

Many of the practices that restrict occupational opportunities for women would appear to violate the spirit if not the letter of Federal equal employment opportunity laws and regulations. But the project discovered that many of the people who administered job training and employment programs, both in government and private industry, were ill-informed about job discrimination laws and policies. They were unfamiliar with the Federal Equal Employment Opportunity Commission's (EEOC) Guidelines on Discrimination Because of Sex, with its narrow interpretation of sex as a bona fide occcupational qualification. They had not heard of the Department of Labor order mandating affirmative action programs to remedy the effects of past discrimination by Federal Government contractors.

In seeking to expand apprenticeship opportunities for women, the project did not confine its efforts to opening up apprenticeable trades traditionally dominated by men. Large numbers of skilled and paraprofessional jobs usually filled by women fit apprenticeable criteria equally well, but have not been recognized for apprentice training. It seemed reasonable to extend some of the benefits of apprenticeship such as recognized standards for formal on-the-job training and certification of workers, once a truly skilled level of competency is reached, to these less organized occupations.

Apprenticeship agency officials argued that an occupation not apprenticed probably was not complex enough to be apprenticeable, and cited the U.S. Department of Labor's DICTIONARY OF OCCUPATIONAL TITLES (DOT) as confirmation. An examination of this two-volume reference work, which rates some 36,000 job titles by skill and complexity level, revealed a cluster of "women's jobs"—derivatives of mothering and homemaking—that seemed to be undervalued for complexity, especially when compared with other jobs (see box).

At the request of the Wisconsin project, temporary DOT code assignments were made by the Manpower Administration's Division of Occupational Analysis for several occupations usually filled by women so that a start could be made at registering, in formal apprenticeships, women who were trainees in those occupations. Several occupations fit apprenticeable criteria quite well, and one—day-care teacher—emerged as being suitable for establishment of a statewide appenticeship program on a demonstration basis.

Industry Aims Were High

It was selected for a number of reasons: Child care industry aims generally were high; centers receiving Federal funds were encouraged to hire parents and develop competency-based training ladders; and many centers were struggling to provide extensive inservice training programs on their own. But day care was trapped by conflicting values. Society expected high-quality comprehensive child care, yet expected it to flourish with substandard monetary rewards. Most centers could not, on their own, assume the financial obligations of hiring apprentices.

However, funds were available to train and upgrade disadvantaged employees through the Manpower Administration's Jobs Optional (JOPS) Program, and related instruction was furnished without cost by the State vocational-technical education system. These incentives offset the seemingly high cost and unfamiliarity of apprenticeship. Inevitably, there were setbacks and surprises. Knowledgeable day-care practitioners had little experi-

Rating 'Women's Work'

The updated 1965 third edition of the DICTIONARY OF OCCUPATIONAL TITLES (DOT) uses a six-digit code to classify the 36,000 job titles by occupation and the skill and complexity level demanded by the job. Although not intended for this purpose, the DOT's skill complexity code is used by many public and private agencies as the basis for evaluating job prerequisites, setting up career ladder criteria, and establishing a job's relative place in the organization's classification and compensation hierarchies. The code was, in fact, used as part of the formula for determining how many weeks of reimbursable training would be permitted in preparing people for different types of jobs under Federal manpower programs. Under this system, the maximum reimbursable training period that would have been allowed for a nursery school teacher would have been 4 weeks.

The three digits beside each job title below rate it for complexity in relation to data, to people, and to things. A zero indicates the most complicated functioning and an eight, the least complex. An 878 rating for a particular job, for instance, indicates that it involves no significant function with data (the first 8), "serving" in relation to people (the 7), and no significant function with things (the second 8). "Serving" is defined as "attending to the needs or requests of people or animals or expressed or implicit wishes of people. Immediate response involved." An 878 rating signifies the lowest level of complexity possible in any job.

(Editor's Note—The Manpower Administration's Division of Occupational Analysis points out that the three-digit DOT numbers shown below identify worker functions which reflect the level and degree of involvement of the jobs listed with data, people, and things. There are difficulties in attempting to apply the same significance to the meanings of these digits without using the first three digits of the full DOT code number to identify the specific occupational groups involved. This is because the digits shown, which represent the last three digits of the specific DOT classification assigned to each job, are designed to be directly comparable only within the major three-digit occupational groups, among professional, technical, or managerial jobs, for example, and not laterally across groups, such as between professional and industrial jobs. Thus, without the use of the first three digits of the code number that identify the occupational group, comparisons of the last three digits may provide misleading results.)

The Wisconsin project identified several traditionally female occupations (left-hand column below) which ought to be examined for their apprenticeability, but which carry skill codes that appear to understate the preparation required for satisfactory performance.

The Women in Wisconsin Apprenticeships project advanced a strong case for review and reclassification of the many traditionally "women's jobs" associated with child-raising and interpersonal or home economics skills that are most frequently learned informally in unpaid work, and for a reexamination of the job analysis methods that could lead to the results below. The Manpower Administration funded a small research project in Wisconsin to begin the monumental task of review and to make recommendations as to job analysis methods. The final report should be available soon.—*Norma Briggs*

CHILD CARE ATTENDANT, 878 house parent, special school counselor, cares for group of children housed in . . . government institution.	PARKING LOT ATTENDANT, 878 parks automobiles for customers in parking lot.
HOME HEALTH AIDE, 878 cares for elderly, convalescent, or handicapped persons.	PUBLIC BATH MAID, 878 . . not quite as skilled as . . . PET SHOP ATTENDANT, 877.
NURSEMAID, 878 attends children in private home.	DELIVERY BOY (Newspaper Carrier), 868 or closer in complexity and skill level to a MUD-MIXER-HELPER, 887.
NURSERY SCHOOL TEACHER, 878 organizes and leads activities of pre-kindergarten children, maintains discipline.	MARINE MAMMAL HANDLER, 328 signals or cues trained marine mammals.
NURSE, MID-WIFE, 378	HOTEL CLERK, 368
HOMEMAKER, (cross reference MAID-GENERAL), 878	BARBER, 371
KINDERGARTNER, 878 entertains children in nursery.	STRIP/TEASE ARTIST, 848 entertains audience by . . .
NURSE, PRACTICAL, 878 cares for patients and children in private homes.	OFFAL MAN, POULTRY, 887 shovels ice into chicken offal container.
NURSE, GENERAL DUTY, 378 rotates among various clinical services of institution such as obstetrics, surgery, orthopedics, out-patient and admitting, pediatrics, psychology, and tuberculosis. May assist with operations and deliveries.	DOG TRAINER, 228
NURSE, PRIVATE DUTY, 378 contracts independently to give nursing care . . . administers medications (and) independent emergency measures to counteract adverse developments.	UNDERTAKER, 168 arranges and directs funeral services.

"Women's work" now encompasses apprenticeable jobs in telephone installation and repair.

Women Apprentices

ence in on-the-job training, and none in coordinating it with related theoretical instruction. This problem was attacked by upgrading the training skills of experienced day-care practitioners, and by June 1973 over 100 people had been registered as day-care apprentices and 10 had successfully completed the program.

The high level of interest in day-care apprenticeship reflected the project's overall finding that women wanted to become apprentices. In 3 years, the number of women apprentices in Wisconsin in trades other than cosmetology jumped from 69 to 199, and the number of occupations in which women were apprenticed expanded from 10 to 39.

Dropout Rate Was Low

Women who became apprentices during the project had a dropout rate of 24 percent, compared with 44 percent for men apprentices in Wisconsin during the same period. This may be attributable to the fact that the women apprentices were, as a group, older than apprenticed men. The women's median age was 31, and only a third of them were under 25, the age bracket into which the overwhelming majority of men apprentices fall.

The employers of women apprentices generally were favorably impressed. Ninety-six percent of the employers responding to a survey said the women had good working relationships with other employees, and 78 percent rated their job motivation as equal to or better than that of other workers. Sixty-four percent replied that they would recommend training women apprentices to other employers.

Women in Wisconsin Apprenticeships was a modest project. Its purpose was not to effect change on a broad front, but to demonstrate what might be done. Its successes, in quantitative terms, were small. The women who were apprenticed in nontraditional trades during the project would fit inside a fairsized room, with space to spare.

But the project was, perhaps, catalytic. The widening awareness that some women have broken the sex barrier in employment and are apprentices is a significant step toward the reduction of an attitudinal obstacle that in 1970 appeared to be virtually insurmountable. The concept that there is no job which women cannot do is no longer startling, as almost daily the media feature some woman who has broken out of the job ghetto into a "man's job."

Project staff constantly were confronted with the argument that it is unrealistic and cruel to raise women's hopes by directing them toward jobs that are beyond their reach because employers always hire men for them. That is no longer true. The woman who enters an all-male work situation still faces interpersonal problems, but it is less and less likely that she will be turned away merely because she is a

woman. The barriers have been breached.

The time has come for a twofold effort on a wider basis. First, direct action to place women in skilled trades is needed. A start has been made in that direction by the Manpower Administration's amendment of its Apprenticeship Outreach Program. In six selected cities, the expanded program places special emphasis on recruiting, counseling, and tutoring women to prepare them to enter all apprenticeable occupations. Its impact, like the impact of the Wisconsin project, probably will not be limited to employers directly involved. Attendant publicity should foster a fallout effect through which women other than those prepared by the program will enter apprenticeships with other employers.

Second, future effort must insure that current thinking on the role of women in employment is reflected in the practices and procedures of governmental agencies engaged in job counseling and placement. There have been beginnings here to:

- Wisconsin Employment Service personnel are receiving special training from a feminist consulting firm, as are employers using agency services, to modify the old stereotypes that worked against the employment of women in skilled trades and crafts.
- The Wisconsin Work Incentive Program and Division of Apprenticeship have agreed to a pilot program of cross-training to minimize job channeling by sex.
- The Wisconsin Division of Apprenticeship has hired its first women apprenticeship representatives.
- Nationally, the Work Incentive (WIN) Program staff, in cooperation with the U.S. Department of Labor's Women's Bureau, is undertaking the development of a training package to help State employment service staffs work out techniques for directing women registered in the WIN Program toward skilled employment in jobs not traditionally considered for women.

Other examples could be cited. However, if apprenticeship is to remain relevant to manpower training needs, and more especially if it is to be of real use in overcoming the underutilization of women as skilled workers, new initiatives to reexamine fundamentals are needed. These recommendations were made in the project's final report [1].

- A fresh look should be taken at the criteria which determine whether an occupation is apprenticeable.
- Apprenticeship should become more flexible, with graduation to journeyperson status based on objective competency ratings rather than on serving a set period of years, and with entry qualifications becoming wholly skill-related rather than partly arbitrary.
- Some form of reimbursement, perhaps in the form of tax credits, should be offered to employers participating in newly established apprenticeship programs.
- There should be continued emphasis on apprenticeship as a means of skill training for disadvantaged people.
- Equal employment opportunity regulations for apprenticeship should be amended to include affirmative action for women.
- There should be a concerted effort, as part of the general thrust to eliminate occupational sex stereotyping, to influence guidance counselors and the education system in general to reexamine practices that contribute to the maintenance of sex stereotypes.

Too many practices that persist solely from tradition have prevented the entry of more women into a wider range of apprenticeships. When those practices are eliminated, the suitability of women to enter apprenticeships will be determined not by irrelevant attitudinal barriers but—as it should be—by their aptitudes and abilities. □

[1] The full report, entitled *Women in Apprenticeship—Why Not?*, is available from the National Technical Information Service, 5285 Port Royal Rd., Springfield, Va. 22151 for $6 for a paper copy and $2.25 for microfiche (specify accession number PB 227727/AS). Please enclose payment with order. A monograph describing the project, also entitled *Women in Apprenticeship—Why Not?* is available for 75 cents from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402 (specify Manpower Research Monograph No. 33).

Marjorie Ann Linder adjusts the head of a vertical milling machine to get the proper cut in a metal part.

Changing Patterns

Woman Air Force Machinist Finds Job a Lot Like Sewing

When Marjorie Ann Linder is asked about her job, she tells people that it's a lot like sewing. That may surprise her fellow workers, who are all machinists—and men.

Ms. Linder, a journeywoman machinist and civilian employee at Robins Air Force Base in Georgia, is the first woman to complete a machinist apprenticeship program run by the Air Force. The similarity between what she does and sewing exists in many aspects of her work, Ms. Linder finds.

"First, we start with a blueprint. This is like a pattern in sewing," she says. "Next, we line up materials. This is like sewing, too, except that most machine shop materials are made of metal. Then, we set the machine for whatever we want to do, such as drill a hole, thread a part, or cut angles. It's not much different from changing sewing machine parts in order to make buttonholes or to set in a zipper."

Ms. Linder served a 4-year apprenticeship to learn all of the facets of her trade and to develop speed and accuracy. She got experience in plating, welding, tool

Tolerances within five-thousandths of an inch or less are required on many parts. A dial caliper is one tool used to measure this work.

Photos by Jim Duckworth

Ms. Linder and her supervisor verify dimensions on a blueprint for a part she is machining.

and die making, grinding, heat treating, and foundry work. She also had 576 hours of related classroom instruction. The training was done in accordance with national apprenticeship standards developed by a joint union-employer committee and registered by the Manpower Administration's Bureau of Apprenticeship and Training.

Before becoming a machinist, 29-year-old Ms. Linder worked for a number of years for a telephone company as a switchboard operator and office clerk but did not like these jobs. She thought she would like working with machinery because she watched and sometimes had helped her brothers repair motors and cars when she was growing up.

Before signing on as an apprentice, Ms. Linder took a civil service aptitude test for the machinist's trade and got high marks. Then she had an interview with a machine shop foreman who was to do much of her training.

"He warned me that my hands would get dirty in the machine shop," she says. "I picked up his hands and told him, 'Yours don't look so bad to me.' So, he took me on. He didn't try to discourage me any more."

As a machinist, Ms. Linder has found that the work is no dirtier than yard work or cleaning house. "Although a machinist does get covered with shavings, the job is a lot cleaner than that of a garage mechanic, who may have oil dripping on him while he works," she says. "It's not unattractive work for a woman. And hoists take care of any heavy parts that have to be lifted."

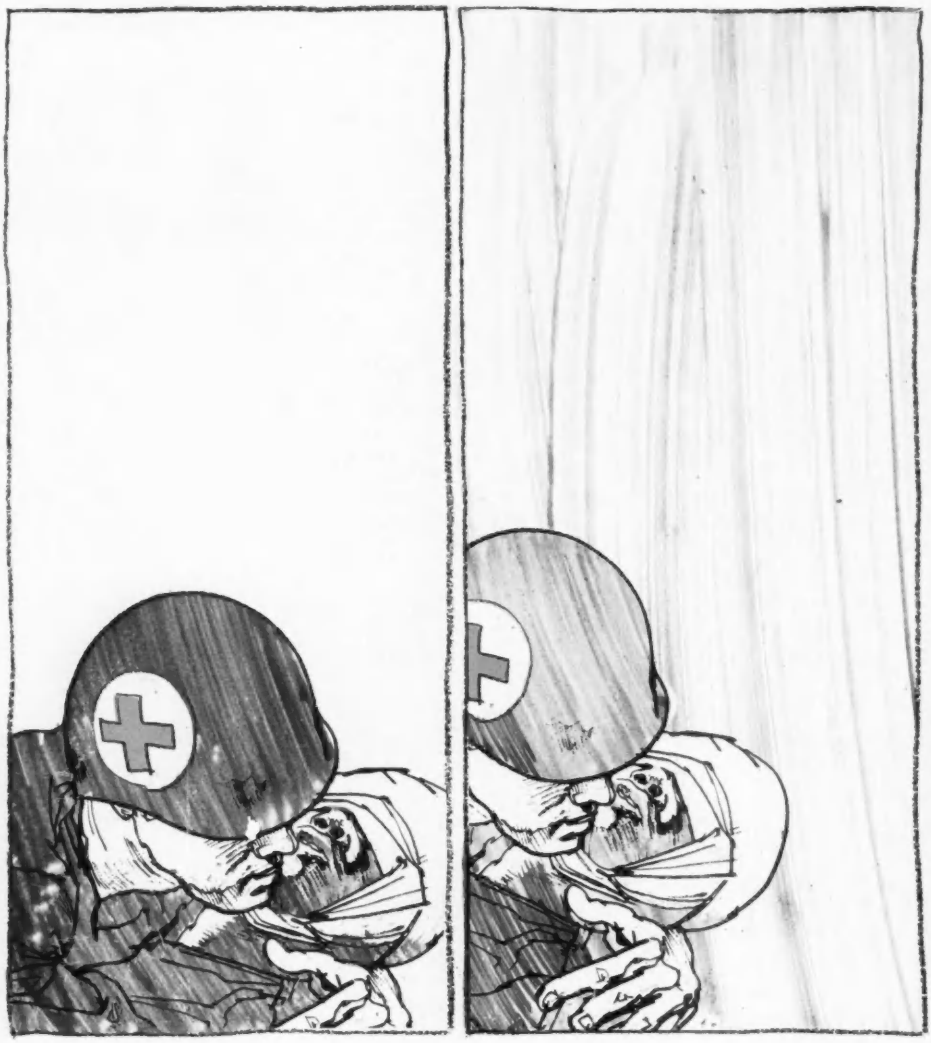
During training Ms. Linder became the first woman ever to be named the outstanding apprentice in the Southern States' Apprenticeship Conference, a 12-State organization.

Her fellow workers have never given her a hard time because she is the only woman in the machine shop, she reports. "They kid me some, but they accept me. And they helped me adjust to the demands of this work. I go out to lunch with them, and play rummy with some of them at lunchtime. On the job, they treat me just like they treat everyone else."

One of the great benefits in working as a machinist is the pay, Ms. Linder says. She now makes over $6 an hour, about three times her salary at the telephone company.□

A rummy game with fellow workers is often part of the lunch menu.

Military Medics—Will We Use Their Skills?



by Patricia Marshall

"Once we're out of military service, we're dead! Nobody will touch us with a 10-foot pole!"

That's the blunt way Lad Alfaro states his opinion of what happens to medics—medical technicians in the Armed Forces—when they try to get civilian health care jobs after their discharge from service. Alfaro considers himself lucky to have found work where he can use skills built up during 22 years of field, hospital, and administrative experience in the Army Medical Department. He supervises a large group of medical technicians, all veterans, working in the Cook County, Ill., jails.

These veterans are at the core of an innovative plan to deliver better medical care to a large prisoner population with great health needs. They were hired as a result of Project VEHTS (Versatile Employment of Health Trained Servicemen), a Manpower Administration research and development program that set out to devise and test methods to move persons with military medical experience into civilian health care jobs. The project also placed ex-medics in Chicago hospitals in such jobs as orthopedic technician, transfusion therapy technician, and electrocardiogram technician.

A major result of the project was the preparation of a 38-page *Medical Veteran Utilization Manual* to help health care policymakers and administrators tap the resources of medically trained veterans. The manual describes ways to recruit ex-medics, evaluate their qualifications, help them become certified, and employ them to best advantage. The publication has been distributed to leading health care groups and to agencies like the State employment services that are concerned with the placement of veterans in jobs.[1]

Without special aids of this kind, the service-developed skills of medical veterans often are wasted. They reenter civilian life with general nursing skills or with experience as emergency medical technicians, occupational therapy assistants, operating room technicians, orthopedic technicians, and the like. In many cases, however, the only civilian health care employment they can get is as hospital orderlies. These jobs call for mopping floors rather than saving lives, and emptying bed pans rather

Patricia Marshall is associate editor of MANPOWER.

[1] Copies of both the *Medical Veteran Utilization Manual* and the full final report on Project VEHTS (specify Project VEHTS—Final Report June 1971-73) are available until the supply is exhausted from the Division of Manpower Research and Development Utilization, Manpower Administration, U.S. Department of Labor, Room 9112, 601 D St. NW., Washington, D.C. 20213. They also are available from the National Technical Information Service, 5285 Port Royal Road, Springfield, Va. 22151. Specify accession number PB 227717/AS and enclose $4.75 for the final report, and accession number PB 227902/AS and enclose $3.25 for the manual.

than helping surgeons or making casts. What's more, the pay is less than medically trained veterans expect to get for what they know and what they can do. Orderlies make between $5,000 to $6,000 a year, while Lad Alfaro earns $12,000 as the chief medical technician in the Cook County jails and the veteran technicians he supervises make about $9,500.

Significant numbers of medics have left the Armed Forces in recent years. In 1970 and 1971, which were peak periods for discharges, 63,000 medics came out of service. In today's peacetime military establishment, some 15,000 to 18,000 medics are being discharged each year. About 1,500 of the current dischargees are careerists with many years of service, while the others have served only one or two tours of duty.

The Manpower Administration has been concerned for some time about the job problems of this group of veterans and their potential for employment in civilian health occupations. In 1967, the agency funded a study by Robert R. Nathan Associates which turned up the information that 60 percent of the careerist medics and about half of the noncareerists who were about to be separated from service wanted to work in civilian health care. But the prospects that they would do so looked dim because a survey of ex-medics who had been out of service for 3 or 4 years revealed that only 40 percent of those who had been military careerists and about 20 percent of the noncareerists actually were working in this field. By and large, they had low status, low pay, and poor career prospects.

The greatest obstacles medics face in negotiating the passage between military and civilian health jobs are created by civilian hiring standards, this early study found. Civilian health care employers were relying heavily upon licensure by a State agency or accreditation by a professional organization when they did their hiring. To get such credentials, jobseekers in most cases had to be graduated from approved educational programs and have passed qualifying examinations.

The nature of allied health training in the Armed Forces has a lot to do with the difficulties ex-medics experience in meeting demands of this kind. Although this training is highly structured, the services have placed far more stress on clinical competency than on theoretical knowledge and formal academic recognition. This is because most persons trained as medics have remained in service for only one or two tours of duty, making it im-

Medics

practical for the Armed Forces to train beyond specific and function-oriented levels.

To help medics bridge the wide military-civilian health job gap, the Manpower Administration in 1971 contracted for a second study by the Nathan firm. This was Project VEHTS, a 2-year effort to develop methods that could be used by civilian health care employers to systematically recruit, test, select, and place ex-medics in jobs where they could use their military health training. Because hospitals are the major employers of civilian health personnel, the study was centered at a large public hospital in Chicago.

Cook County Selected

Cook County Hospital, one of the Nation's largest public health institutions, was selected for the VEHTS project. At that time it was providing primary care for half a million persons a year, was taking care of about a fifth of the hospitalized patients in Chicago, and was handling more than a third of the city's emergency cases.

The setting seemed promising for the use of medics. The hospital had just undergone a critical period in its 100 years of life in which it was faced with threats of disaccreditation and mass resignations of staff, events that might have forced the hospital to close its doors. To deal with the mounting problems, the Illinois Legislature set up the Health and Hospitals Governing Commission of Cook County with authority to run the county's medical facilities, of which Cook County Hospital is a part.

By the time Project VEHTS began, the Commission had shown great interest in adopting innovative approaches to the revitalization of the facilities under its charge. The VEHTS researchers looked upon the climate as a favorable one for the use of military-trained manpower. Moreover, the commission's executive director, Dr. James G. Haughton, is a former Navy doctor who is familiar with the training medics get and the skills they command.

Even though the setting seemed promising, the VEHTS staff nevertheless expected to meet some of the problems that commonly militate against medics who seek civilian health jobs. The expected obstacles were: Resistance to the idea of hiring ex-medics by nurses and other professionals; high licensure and certification requirements; low pay; and lack of training opportunities to help veterans become fully qualified for civilian employment and move up civilian career ladders.

Unfortunately, some of the greatest—and unexpected—problems that the Nathan Associates encountered stemmed from the fact that Cook County Hospital was still suffering from the turmoil of change. In the early months of the project, the hospital's old centers of power regularly challenged the commission's authority, cre-

Ronald Lilly's military medical experience now is being put to use at Cook County Hospital, where his responsibilities as an administrative assistant include coordinating all ancillary patient care services in the hospital's adult admitting area.

Eighteen years of experience as a military medical technician serve John Durnye well in his job as administrative assistant in the Cook County Hospital pharmacy. Here Durnye (right) discusses storage of pharmaceuticals with Casmer Ksiezopolski, a pharmacy apprentice who also was a military medic.

Former military medic Edward Zerbe puts a cast on a patient at the Cook County Hospital orthopedic clinic.

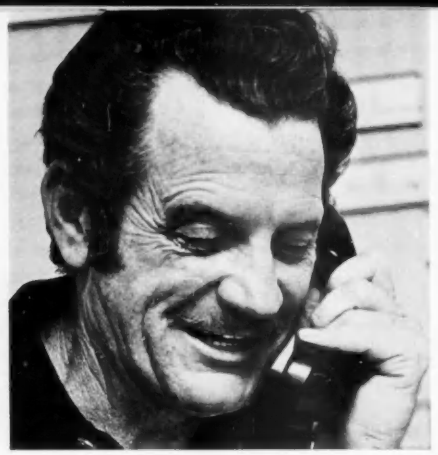
ating organizational problems that obstructed efforts to place veterans. When this tumult died down, other events occurred that had serious implications for the VEHTS project. One was that there were public demands for greater efficiency and lower costs to taxpayers, which resulted in limitations being placed on hiring by the commission and the institutions under its charge. Later, there was a nurses' strike, a portion of the hospital was closed, and some 1,000 budgeted hospital positions were eliminated.

At the conclusion of the VEHTS project, only 43 former medics out of 310 who were referred for employment had been hired by one of the institutions operated by the commission. However, the project also stimulated the hiring of the 27 medical technicians, including Alfaro, who work in the Cook County Jail health system, although they were not actually employed until after the project ended.

While the situation in Chicago was more complex than anticipated, many of the day-to-day operational problems were much like those that might have cropped up in any large general hospital, the researchers say. These problems, and the responses they generated, shaped the recommendations set forth in the medical veteran utilization manual written by the Nathan firm.

At Cook County Hospital, for example, most decisions about hiring allied health workers and other nonclerical help were made by heads of the various medical departments. The personnel unit recorded the doctors' demands, then followed the doctors' orders, the project report says. Veterans were given preferential treatment for jobs; however, the limited function of the

Medics



Floyd Rutherford helped to organize the program that put former Armed Forces medics to work in the Cook County prison health care system. A former military medic himself, Rutherford is an administrative assistant at Cook County Hospital.

personnel department tended to inhibit its approach to staff needs. The department was not developing alternative ways to meet these needs and often did not know whether vacancies had been promised to jobseekers who went directly to department heads to apply for work.

To deal with such problems, the VEHTS staff followed the most direct routes to jobs—they, too, went to medical departments to find suitable employment for ex-medics. According to the project report, "The most successful strategy was to seek out physicians and department heads who were planning program innovations, because these persons generated fluid situations in which the range and versatility of veterans' capabilities were particular assets. By working closely with them to identify the needs of the particular program or department, the project staff could determine if a medical veteran with particular training and experience could answer these needs."

Special Form Developed

The successful employment of a few veterans created a willingness in other departments to follow suit. However, it was difficult to find ex-medics who matched the requirements of particular jobs because veteran recruitment and placement were not routine hospital practices. There were time-consuming meetings between hospital administrators, the personnel unit, and the project staff to get detailed information on duties to be performed in each open job, the requisite qualifications, and the pay.

Then, it was hard to find veterans who might qualify for work in specific specialties. Once potential candidates were located, there was no formalized way to record their military medical training and experience because the standard Cook County Hospital application form did not allow for information on this type of occupational background. The problem was overcome through the development of a special supplement to the hospital's application form. The supplement has since been made part of the veteran utilization manual.

In large part, whatever Project VEHTS accomplished was in the area of designing this and other standardized procedures for the employment of veterans. The procedures, as described in the VEHTS utilization manual, should include these preparations by the hiring institution:

- An accurate projection of future manpower needs to enable applicants and the institution to identify continuing career opportunities; adoption of a job application form which permits veterans to list their training and experience in adequate detail; development of the ability to correlate civilian and military medical experience; and the identification of job categories best suited to skills acquired in military service.
- To help employers assess the job qualifications of veterans, the manual also has information on the occupational specialty codes used by the Armed Forces. These indicate a veteran's training, experience, and level of performance capabilities.
- To locate qualified veterans, the manual recommends that employers use their local public employment service and Operation MEDIHC (Military Experience Directed Into Health Careers), a joint program of the Department of Defense and the Department of Health, Education, and Welfare which has a coordinator in each State to provide ex-medics with counseling and referral services. This program has placed nearly 20,000 former military allied health workers, two-thirds of them in jobs and the others in education programs which will help them meet civilian health care requirements.

Classified ads in local newspapers also succeed in attracting military medics, the Project VEHTS manual says. However, national advertising and recruitment of medics at overseas bases produced only a negligible response in the VEHTS project. For example, few of the veterans who were contacted overseas planned to settle in Chicago. And even if veterans wanted to apply for work in Chicago, the hiring institutions in that city would not pay travel expenses or consider applications for employment without personal interviews, the VEHTS staff learned.

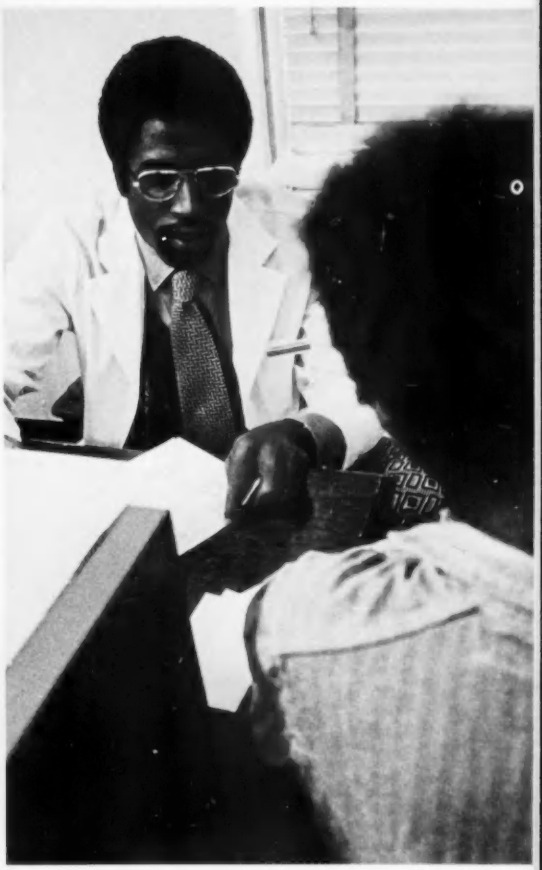
Credentials Problem Cited

All of these efforts will do little to place uncredentialed veterans in jobs for which formal credentials—licensure or certification by a professional organization or registry—are required. The VEHTS project was unable to deal in any substantive way with these problems except for a presentation to the Illinois Health Care Licensure Commission and to groups in other States of experiences in the project.

Not only were these problems outside the scope of the study, but they are pervasive in the health care field, affecting large numbers of health workers in low-level jobs. Ruth Roemer, a specialist in health law, summed up the view of many health professionals about this situation at the 1971 National Health Forum: "With health services increasingly provided in organized settings . . . the (licensure) laws designed a century ago to protect the public against incompetent and unethi-

Paul Nolan, one of some 25 former military medical technicians now working in the Cook County, Ill., prison system, treats a prisoner in a cell in the convalescent ward of the Cook County Jail.

An incoming prisoner at the House of Correction gives his medical history to corpsman Grover Copeland.



cal solo practitioners have become obsolete; in fact, they have become a straitjacket on the delivery of health services in the quantity and quality the public needs and expects to receive."

But, until recently, other mechanisms for credentialing health care workers have been lacking or unsatisfactory. Gradually, this situation is changing as a result of greater awareness of the problem, mounting demands by entry-level workers for career opportunities, recognition of needs for greatly improved health services in certain sectors of our society, higher costs for medical care, and studies showing that the health care industry is inefficient in the way it uses its workers.

Today, proficiency and equivalency examinations are making inroads into the territory once controlled by licensure and by certification that is based upon formal education. Equivalency tests equate nonformal learning with knowledge gained in academic courses or training programs. They are being used to assess mastery and to provide academic credit in specific subjects, such as clinical chemistry and hematology, and in broad areas, such as English and the social sciences. Proficiency tests, which measure competency to perform skills required at various job levels, also are changing the way allied health workers establish their credentials. The National Committee for Careers in the Medical Laboratory, for example, developed proficiency exams under contract with the Manpower Administration in these fields: Clinical chemistry, microbiology, blood banking, and hematology.

Perhaps the greatest impact on traditionalism in credentialing health care workers will be made as a result of

Medics

Dr. Donald Wasen (right) confers with corpsman Ahamed Idris about a patient in the jail dispensary.

Timothy Coogan prepares to suture a laceration on a prisoner's face in the jail dispensary.

Federal legislation. Both the Social Security Amendments of 1972 (which have wide application because they affect payment for services under Medicare and Medicaid) and the Health Training Improvement Act of 1970 call for proficiency examination development. This is being done by the U.S. Department of Health, Education, and Welfare (HEW), which is supporting the development of exams for respiratory therapy, radiologic technology, occupational therapy, physician's assistant, medical records specialist, clinical laboratory technology, cytotechnology, physical therapy, and licensed practical nurse.

Academic Credit Sought

HEW test development also is underway for emergency medical technician, an occupation likely to need more workers as a result of the enactment late last year of the Emergency Medical Services Systems Act. This legislation authorizes Federal grants to help in the development of comprehensive emergency medical systems throughout the country, and it emphasizes the "recruitment and necessary training of veterans of the Armed Forces with military training and experience in health care fields."

Meanwhile, the military services have been working on two fronts to help medics meet civilian requirements. Each service has an arrangement with an academic institution to grant credits to military personnel who successfully complete an allied health training program. An example is the agreement between the Navy and George Washington University under which the university evaluates the Navy's medical technician courses, determines how many academic credits to assign them, and keeps scholastic records. In this way, students are able to acquire most of the credits they need for an associate degree in allied health through their Naval training. They can pick up the rest of the credits they need for a degree in a variety of ways. One is to take courses, paid for by the Navy, at a nearby college during off-duty hours. Credits for the courses can be transferred to George Washington University.

On a second front, the Armed Forces are helping medics meet civilian requirements by working to get American Medical Association (AMA) accreditation of military health care training programs. In this effort, which began in 1970, the AMA has formed a Subcommittee on Military Allied Medical Education with representatives from all military services and from civilian medicine. This subcommittee reviews educational programs approved by the AMA Council on Medical Education, identifies similar programs given by the military, and expedites their AMA review and accreditation. Of course, given the varying needs and constraints of the military and civilian medical sectors, not all allied health education programs

in the Armed Forces lend themselves to this treatment.

The subcommittee also serves as an information clearinghouse. Its "Compendium of Military Allied Medical Education," [2] a 65-page pamphlet, is a major resource for civilian health care employers who are interested in hiring ex-medics. The pamphlet describes the content of health care training programs in each of the military services, identifies those the AMA has approved, and contains a list of civilian allied health care occupations alongside comparable occupations in each of the services.

Such attempts to put ex-medics to work in civilian health posts clearly benefit society as well as veterans. It is generally agreed that large numbers of people in the United States—especially those in rural areas and urban pockets of poverty—do not have adequate health care. What medically trained veterans can contribute toward alleviating these needs is clearly demonstrated in the Cook County jails, where Lad Alfaro and 27 other ex-medics are demonstrating that medical care for human beings need not stop at jail doors.

Few penal institutions in the U.S.—other than Federal prisons—provide much health care to their inmates. An AMA survey in 1972 found that 66 percent of our jails had only first aid services, and 17 percent had no medical facilities. The situation is so bleak that Seth Goldsmith, director of Columbia University's graduate programs in health services administration who has studied the subject extensively, calls our correctional institutions a barren wasteland of medical care and says they are "probably in violation of the Eighth Amendment of the Constitution which forbids cruel and unusual punishment."

Chicago's three penal institutions—the Cook County Jail (a facility for felons), the House of Correction (a misdemeanant institution), and the Women's Division—have not been free of these problems. In the spring of last year, Chicago newspapers did an expose of medical care at the jails which resulted in jail medicine being placed under the purview of Dr. Haughton and the Health and Hospitals Governing Commission. Alfaro and his crew of veteran ex-medics were employed in response to evident needs for stretching the capabilities of a small medical staff so that far better health care could be delivered to a large and transient prison population—3,500 inmates at any one time, and a total of 50,000 inmates over the course of a year. Most of these people are poor, are minorities, and have had little or no previous medical care.

Improvement in Care Seen

Dr. Samuel Entin, who as medical director of the prison hospital is in charge of the medic program, thinks that this staff of veterans is making a big difference in the kind of care given to Cook County's prisoners. "We don't have enough doctors to handle, by themselves, all the people who pass through the two jails each year," he says. "Sometimes the medics are the first to detect a serious illness, and they decrease the chances that the doctors will miss something important."

For each incoming prisoner, the medics take down a brief medical history and help doctors give a physical examination. Their other duties include screening prisoners at twice-a-day sick calls to determine who really needs to see a doctor; helping out at regular venereal disease, orthopedic, and drug addiction clinics; helping the pharmacist keep prescription records; and dispensing aspirin, laxatives, and other nonprescription drugs under rules set by prison doctors. The medics also can provide emergency measures to save life and have done so in four cases of heart attack and one of epileptic seizure.

Dr. Entin says that before the medics were hired, many of the tasks they do—such as delivering prescription drugs by the dose to prisoners in the cell blocks—were left to prison guards. "At one time when guards were in charge of these deliveries, up to 50 percent of the medicine never reached the prisoners," he reports. "Now 99 percent of the prisoners get the medicine they are supposed to get."

Success stories of this kind should not hide the fact that the paths from military to civilian allied health care jobs still are littered with a variety of barriers. Only some military medical technician occupations, for example, have AMA accreditation. There probably are not many hospitals that have a built-in system for recruiting veterans, then properly placing them, training them, and giving them opportunities for upward mobility.

Still, the fact that the problems of ex-medics are now better understood makes possible a direct attack on the causes. Operation MEDIHC spokesmen say, for example, that the efforts by the Armed Forces to widen educational opportunities for their allied health workers already are alleviating many of the difficulties this group has experienced in the past in moving into civilian health care employment. □

[2] Single copies available free from the American Medical Association, Department of Allied Medical Professions and Services, 535 North Dearborn St., Chicago, Ill. 60610.

The NAB: Taking Stock After 7 Years

President of National Alliance of Businessmen Sees 'Tremendous Progress' In Hiring Practices

In 1968 the business community and the Federal Government joined forces in an effort to place the hard-core unemployed in regular, permanent jobs in private industry. The National Alliance of Businessmen (NAB) was established to spearhead industry's role and the Manpower Administration set up the Job Opportunities in the Business Sector (JOBS) Program to make Federal funds available to employers willing to hire and train the disadvantaged. In recent years NAB has expanded its activities to include veterans, youth, and ex-offenders.

To learn how the NAB/JOBS Program fares today, MANPOWER magazine interviewed NAB President John P. Condon. Condon, on loan to NAB from Rockwell International Corp., previously served 2 years as a metro director for NAB, then was national vice president of youth programs for 2 years. A retired Marine Corps major general, Condon is Rockwell's manager of urban affairs. He has a master's degree in business administration and currently is a doctoral candidate in manpower utilization at the University of California.

Q. General, what are the major accomplishments of NAB/JOBS in its 7 years of life?

CONDON: I guess the first thing I'd say it has accomplished is that it has reached maturity as an institution. President Ford spoke to this point recently when he said that NAB has become "an essential national resource with respect to training, developing, and the utilization of

the Nation's work force." Specifically, NAB has accomplished the hiring and placement of well over 2 million adults in the private sector. They include veterans and ex-offenders as well as the disadvantaged. NAB also has done a lot for youth in a preventive way. It has provided well over a million summer jobs for poverty-level youngsters, which helps to bring meaning to the educational process and prevent a young man or woman from becoming tomorrow's adult disadvantaged, hard-core unemployed, or ex-offender.

Q. It has often been said that a manpower program like NAB/JOBS, which is keyed to the private economy, is most effective in a tight labor market when lots of jobs are available. How does NAB deal with the present labor market, in which some industries are letting workers go?

CONDON: Certainly, when unemployment goes up and layoffs occur, and when journeymen are without work, it's difficult to do the kind of thing we do. We have begun to shift away from placements in manufacturing where there is a large production-line type of operation—where there are many, many jobs like in the automobile business. We shifted to the service sector of private industry. The idea behind this is that when production is cut down, the things that are produced are kept longer and serviced more. The average employer, for example, uses a truck for another year rather than buying a new one. When he does that, he has to maintain it, and this tends to create more work in the service industries. We have to watch for every opportunity to innovate on that kind of shift in the economy. We just have to dig harder when the economy is uncertain.

However, I would like to point out that a year ago there were economists making projections that unemployment would be as high as 8 to 10 percent, nationally, by now. Well, of course, it's nowhere near that today. Our goals for fiscal 1975—which we think are realistic—speak for our confidence in this area. We plan to place 275,000 disadvantaged adults, 200,000 veterans, including 7,500 disabled vets, 200,000 youth in summer jobs, and 10,000 ex-offenders.

Q. Your jobs for ex-offenders program is fairly new. Is this a particularly difficult group of persons to find employment for?

CONDON: Well, there certainly are a great many sensitivities involved. One reason, I think, is that there's a great deal of misinformation about people who have committed an offense and have been convicted and sentenced. In an almost medieval way, we consider an ex-offender as a man or a woman who is very much oriented toward violence. Actually, only something like 1 percent of the total offender population has committed crimes of violence. Gradually, we're getting factual data of this kind before employers. We're also making them more aware of the fidelity bonding coverage for ex-offenders which is made available by the Manpower Administration through the 50 State employment service agencies. I think we're going through a cycle with the ex-offender program which is similar to where we were in the placement of minorities 10 years ago. In much the same way, we have to overcome a great many unfounded biases and prejudices.

Q. What is the major emphasis in the NAB programs for summer jobs for youth?

CONDON: They begin with summer employment, but they don't end there. In working with industry, NAB emphasizes the idea of not just hiring young people for the summer but also giving them part-time jobs during the school year and helping them to grow, occupationally speaking. In the NAB program, an employer takes youngsters into a classroom environment for a number of hours a week to hear people from various departments of the company explain what each career ladder is, and what its preparation requirements are. This is important because it helps the youngsters make choices of their own and not choices pushed at them by a third party. And, by understanding the preparation requirements, they then go back to school and can feel that they're getting some meaning out of the educational process because they can elect courses that will lead them toward their objectives.

NAB also has a youth motivation task force program, which brings successful people from backgrounds that are similar to those of the students into the classroom. It's a living witness approach to success. There's also a special rapport when successful black men or women speak to young black students, and when people from a Spanish background talk—possibly in Spanish—to young Mexican American or Puerto Rican students.

Another NAB youth service is the Career Guidance Institutes. This program takes youngsters, teachers, and counselors into a direct interface with industry through tours of manufacturing plants and discussions with personnel directors about employment requirements and how to apply for a job. These close contacts with the workplace

'. . .when the NAB comes into a community, there is a much better organized environment for finding jobs and for opening jobs to people who have been denied them in the past.'

NAB

are especially useful to counselors because they help them learn what fields offer a lot of opportunities. NAB also has a college cluster program that enlists employers and established universities to help minority colleges with their curricula design, teaching techniques, and the like, and to provide a forum for the exchange of ideas with faculties and students. It is a cooperative endeavor to improve the preparation levels of the graduates of minority colleges. There is a great return to industry in this program because it helps minority colleges produce graduates industry can hire and promote.

Q. What kinds of jobs does NAB help the disadvantaged, and veterans, and ex-offenders get? Are they the kind they could get without your help if they tried hard enough?

CONDON: I suppose some of the jobs are those that a veteran or a disadvantaged adult could get as an individual if he or she really went out and dug for them. But when the NAB comes into a community, there is a much better organized environment for finding jobs and for opening jobs to people who have been denied them in the past. And I think those who could get jobs without Alliance help would be a very small percentage, overall.

Q. How about the retention rate for NAB placements? Do you find that because the disadvantaged are usually the last to be hired that they are the first to be fired when business is slow?

CONDON: We constantly monitor the retention rate by doing sample studies of business and industry that have hired workers through NAB. Since 1968, when NAB began, 51 percent of the adult disadvantaged, unskilled, hard-core unemployed persons that we have placed still are with the same employer. Most sectors of American industry can't beat that retention rate for people in entry-level jobs. Last fiscal year, 62 percent of the roughly 381,000 adult disadvantaged NAB placed stayed with the original employer for 6 months or more. We classify this as a success because on-the-job training for most NAB placements averages about 8 to 10 weeks. When people stay for as much as 24 weeks, it mean's they've been operating over half of that time with their acquired skills. By that time they have skills they can market somewhere else if they get laid off.

Q. As you know, under CETA—the Comprehensive

'If prime sponsors put money in the wrong places . . . they're going to have a lot of explaining to do about how they used their manpower dollars.'

Employment and Training Act—NAB will have to get funds from State and local prime sponsors, rather than directly from the Federal Government, to reimburse employers for extra costs in training the disadvantaged. How do you think NAB/JOBS will fare under this arrangement?

CONDON: In most areas we'll probably wind up with more funds. Nothing succeeds like success, and all but a few of our operating metro offices have done a commendable job. About 85 percent of all employment is in the private sector of the economy, and NAB has a direct pipeline to this sector. The NAB concept of hiring and training on the job, and retaining in that job, is one that any prime sponsor must pay attention to. If prime sponsors put money in the wrong places—put it in prejob training, for example, for jobs that don't exist—they're going to have a lot of explaining to do about how they used their manpower dollars.

Q. Are NAB metro directors working with prime sponsors during the planning stage of manpower programs?

CONDON: Last spring we began urging our metro directors to apply for membership on the prime sponsors' planning councils. Under CETA, there is a broad, local membership required on these councils, including representation from the business community. Most of our local offices now have input to the councils either through voting memberships or ex officio memberships.

Q. How well can NAB respond to shifts in the economy which may affect some of the employers with training contracts?

CONDON: In the past, we've been able to close down contracts and shift funds to other employers. I don't yet know what the situation will be with 403 prime sponsors, each of whom may be making contracts under different terms and conditions. But I doubt that any prime sponsor will hold an employer to a contract in a rockbound way if his business is declining.

Q. How does NAB draw employers into its program—by "jawboning"?

CONDON: Mostly, we explain that hiring the disadvantaged, the veteran, or the ex-offender is a two-way street. We show employers that there are great benefits on both sides. NAB executives who are on loan from business also are a real strength in attracting employers to the program.

LIBRARY
EASTERN MICHIGAN UNIVERSITY
YPSILANTI

NAB

They bring into NAB an intimate knowledge of the workplace, its routes to good careers, awareness of employment conditions, and understanding of the employers' needs.

Then, too, we have supportive services to help the employer. We offer the employer a training package that will help to make supervisors aware of some of the new problems they'll face in employing the hard-core disadvantaged and the ex-offender. This awareness training package was developed by HRDI—the Human Resources Development Institute of the AFL-CIO—and has proved very useful.

Q. You recently said that there is a 400 percent return on the Government's investment in NAB. How do you figure that?

CONDON: We will place some 485,000 people in jobs during fiscal year 1975, not counting youth in summer jobs. That will mean about $300 million of unemployment benefits and close to $82 million of welfare dollars that are not drawn out of the Federal treasury. And it means over $73 million of taxes that will be paid that would not otherwise have been paid. During the same period, there will be a Government investment of roughly $92 million in NAB, counting the funding by the Department of Labor of administrative costs and allocations by prime sponsors for training.

Willard F. Rockwell, Jr., (right) board chairman of the National Alliance of Businessmen (NAB), shows Secretary of Labor Peter J. Brennan a report on NAB's progress and its placement goals for this fiscal year.

Q. Can you sum up some of the lessons NAB has learned in its 7 years?

CONDON: Well, at first we thought that if we found jobs for all the unskilled adults in the country the problems of the disadvantaged would be solved. But we discovered that each year there's a new crop of people in our society who need help. We learned that corrective action only is not enough. To do any long-term good, we have to take preventive action as well. So we're working now with young minds to get them going in the right direction, get them instilled with a sense of achievement. We did not do this in the early years.

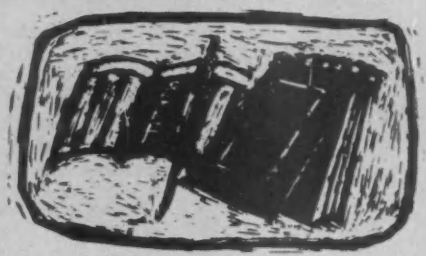
Another important thing we've learned since the Alliance started is the importance of a good reporting system. In the beginning we felt we shouldn't bother the employers with forms and data. We figured we would just let them get the job done, just hire these people, and they could report by telephone. We now know that there must be a reporting system that will let us go back and make measurements. Today we have an experimental reporting system in operation in 20 cities. We want to be able to document with complete validity what the Alliance is doing.

Q. Do you think the attitudes of American business have changed toward the disadvantaged since NAB began?

CONDON: I don't think there is *any* resemblance between the attitudes of American business today and when NAB first set up shop in 1968. Tremendous progress has been made in changing hiring practices and in changing promotional considerations. I'm sure there are still some pockets of bias and prejudice, but on the whole American business is aware of the need for changes in our society.

We can't say we've done this all on our own, because very important legislation has been enacted beginning with the Civil Rights Act. The enforcement powers of the Equal Employment Opportunity Commission also are accelerating social responsibility on the part of American business. I commend our system for producing the legislation that was needed. If suasion doesn't work, then we must do it another way. But to answer your question, I think American business has become socially responsible in an order of magnitude far greater than it was even 4 years ago. □

News & Notes



Jobs for Progress has received a $53,000 grant from the Ford Foundation "to study the distribution of manpower revenue sharing funds in the Southwest and their effect upon Spanish-speaking citizens." Jobs for Progress is the parent organization of Operation SER (Service, Employment, and Redevelopment), a manpower effort run by and for the Spanish speaking.

* * *

President Ford has announced the appointment of 10 persons to be members of the National Commission for Manpower Policy. The commission is to identify the manpower goals and needs of the Nation, assess how well they are being met by Federal programs and policies, and report its findings and recommendations annually to the President and to the Congress. Eli Ginzberg, professor of economics at Columbia University, is chairman of the committee. Other members named by the President are Rudolph Cervantes, president of Rudy Cervantes Neckwear; Dorothy Ford, personnel and employee development manager of Southern California Edison; John Klein, county executive of Suffolk County, N.Y.; Juanita Kreps, vice president and professor of economics of Duke University; John Lyons, president of the Bridge, Structural, and Ornamental Iron Workers Union; Tom Moody, mayor of Columbus, Ohio; John Porter, superintendent of public instruction for the State of Michigan; Milton Rock, managing partner of Hay Associates; and the Rev. Leon Sullivan, founder of the Opportunities Industrialization Centers. One member is still to be named. In addition, the secretaries of the U.S. Departments of Labor; Health, Education, and Welfare; Defense; Commerce; and Agriculture; and the Administrator of Veterans Affairs are ex officio members of the committee.

* * *

Almost 7 out of every 10 black medical students in 1971 came from families in which the parents' income was less than $10,000 a year, according to a study of minority medical students published by the Student National Medical Association. The study also showed that although the number of minority medical students has increased substantially, the goal of having minorities account for 12 percent of all medical students by 1975 is far from being achieved. The report, entitled "The Study of Recruitment and Progress of Minority Medical Students," is available for $2.50 from the Student National Medical Association, 2109 E St., NW., Suite 400, Washington, D.C. 20037.

* * *

The Job Corps Center for Men at Clearfield, Utah, will be operated through July 31, 1976, by Thiokol Chemical Corporation under a contract with the Manpower Administration. The center has a capacity to serve 1,100 youth from disadvantaged backgrounds, 16 to 21 years of age, who are out of school and out of work. Thiokol obtained its contract following open advertisement for competitive bids. It has operated the Clearfield center since its start in 1966. The Clearfield center offers training in automotive, food, metal, plastics, and building maintenance work and as youth, teacher, or counseling aides.

* * *

Women heads of families are increasing at an accelerated rate, a new study by the Bureau of the Census shows. The total grew as much during 1970-73--from 5.6 million to 6.6 million--as it did during the entire decade of the 1960's. Although more white than black families are headed by women, the proportion of black families with women heads is greater. The number of white women heading families climbed to 4.7 million in 1973 from 4.2 million in 1970; among blacks the total was 1.8 million in 1973 and 1.3 million in 1970. Of all white families in 1973, 9.6 percent were headed by women, compared with 35 percent of black families. About 17 percent of families of Spanish origin were headed by women.

* * *

The National Institute of Education (NIE) has awarded a total of $267,000 for two projects that will study sex discrimination in education and how it adversely affects the occupational and total life opportunities of women. The projects will be carried out by the University of Michigan's Psychology

Department and the Institute for Family Research at Wayne State University. These studies are designed to disclose the major factors that create and encourage sex discrimination in schools and universities and should provide information about possible ways the education system tends to channel women into limited and lower level occupational and societal roles, NIE said.

* * *

A multimillion dollar program to improve the amount and quality of career information available to help people make career choices, especially youth, is being launched by Manpower Administration. About 10 grants averaging $300,000 will be made this fiscal year to create occupational information systems (OIS) in States or large localities that apply and qualify. The grants will support State or local efforts to compile and analyze current occupational information from various sources and to develop a system to disseminate it to a wide range of potential users, including schools, manpower agencies such as employment offices, and other organizations. An important parallel function of the information delivery system will be to train counselors, teachers, and others to use the career information effectively in the counseling and instructional processes.

* * *

A Federal three-judge court in Oregon has upheld the constitutionality of a Fair Labor Standards Act (FLSA) provision prohibiting employment in agriculture of children under the age of 12, except on small or parental farms. The court ruling set aside a temporary injunction it had granted earlier restraining the Secretary of Labor from enforcing the provision as it pertains "to the harvesting of strawberries by children under 12 years of age in the employ of . . . the plantiff and others similarly situated."

* * *

The Human Resources Development Institute (HRDI), the manpower arm of the AFL-CIO, has opened an office in Anchorage, Alaska. The office was opened because of the increased manpower activities generated by construction of the oil pipeline.

* * *

A model program to help older ex-offenders stay out of jail will be developed in Tucson and Phoenix, under a $350,000 Manpower Administration contract with the BLK Group, Inc., of Washington, D.C. The project is one of a series being developed for local governments that plan to provide manpower services for offenders under the Comprehensive Employment and Training Act (CETA). Two prime objectives of the program are to gather data on the needs of older offenders and to determine how various services affect their rate of recidivism. About 200 offenders 30 years of age and older will be selected by the Arizona Department of Corrections to participate. They will receive intensive pre- and post-release counseling, vocational training, financial assistance, job development, and placement.

* * *

The U.S. Department of Labor and the Equal Employment Opportunity Commission (EEOC) have signed a memorandum of understanding to facilitate enforcement of Federal equal employment opportunity regulations. The agreement is intended to further coordinate policies and practices of the Labor Department's Office of Federal Contract Compliance (OFCC) and the EEOC. It calls for the two agencies to coordinate scheduling of reviews and investigations; exchange information on charges, investigations, and similar matters; consult on selection of targets for compliance and litigation efforts; and develop mutually compatible investigative procedures and compliance policies, including minimum standards of remedy.

* * *

The default rate on the Manpower Administration's program to provide employment bonds for people who cannot obtain them commercially is less than 2 percent. The latest figures show that 6,690 people have been provided bonds since the program began in March 1966 and 116 claims have been paid. Under the program, the Manpower Administration obtains bonds for ex-offenders and other people who are refused jobs because they cannot get bonds through regular sources. The bonds are provided by a commercial firm under contract with the Manpower Administration. Persons who want to obtain a bond under the program should contact a local office of the State employment service.

* * *

The only 4-day workweek in the U.S. auto industry--an experimental program at Chrysler's parts depot in Tappan, N.Y.--has been discontinued because of worker complaints, according to the Wall Street Journal. Employees at the plant worked four 10-hour days, with half working Monday through Thursday and half Tuesday through Friday. Employees had to rotate jobs on Mondays and Fridays because of the staggered work arrangement and this was the chief source of dissatisfaction with the compressed workweek. Workers preferred staying on their own jobs, a company spokesman said. Workers also complained that the 10-hour day left them too little time to spend with their families in the evening.

President Urges Public Service Jobs, Extended Unemployment Insurance

Community Improvement Projects Tied to Jobless Rate of 6 Percent

(Following are excerpts from a Labor Department fact sheet on President Ford's proposal for a National Employment Assistance Act to alleviate the impact of unemployment through job-creating community improvement projects and temporary extension of unemployment insurance compensation to workers who have exhausted their benefits or are not otherwise eligible for them.)

The National Employment Assistance Act would authorize, during the next calendar year, two programs which would begin to operate should the national unemployment rate average 6 percent or more for 3 months:

- A temporary program of income replacement—known as the Special Unemployment Assistance Program—for experienced unemployed workers in areas of high unemployment who have exhausted all other unemployment compensation or who are not eligible for such compensation.
- A program of employment projects for these same areas—known as the Community Improvement Program.

Basic Funding Provisions

Funds for both the Special Unemployment Assistance Program and the Community Improvement Program would become available when the national unemployment rate averages 6 percent or more for 3 consecutive months. For the Special Unemployment Assistance Program, such funds as are necessary are authorized if unemployment is above this level. For the Community Improvement Program, successive increments of funds are authorized if the national unemployment level averages, for 3 consecutive months:

- 6 percent—$500 million authorized.
- 6.5 percent—another $750 million authorized.
- 7 percent—an additional $1 billion authorized.

When the average national unemployment rate recedes below these respective levels for 3 consecutive months, no additional Federal funds for new projects would be provided.

Eighty percent of the available funds for community improvement projects would be distributed by formula among eligible applicants based on (1) the relative number of unemployed residing in areas of substantial unemployment within their jurisdictions, and (2) the severity of unemployment; 20 percent would be expended at the discretion of the Secretary of Labor, principally to finance projects in areas which become eligible after the formula distribution is made.

The local labor market area—and balance of State—unemployment rates would determine the communities in which both programs would operate. Both programs would be directed to those areas in which unemployment is highest. Both programs would come into effect in a labor market area, with a population of 250,000 or more, when it has an unemployment rate averaging 6.5 percent or more for 3 consecutive months. The balance of each State not included in such areas would constitute a single area in which the programs would become effective subject to the same unemployment rate criterion.

When the average local unemployment rate recedes below 6.5 percent for 3 consecutive months no new individuals would become eligible and no new projects would be started.

Special Unemployment Assistance Program

The Special Unemployment Assistance Program would be separate from but supplemental to the existing Federal-State Unemployment Insurance System, and is designed to extend coverage to experienced persons in the labor force who have exhausted their unemployment insurance benefits or are otherwise ineligible for such benefits.

The program would be operated through agreements with the States.

All experienced members of the work force would be eligible for benefits as follows:

Public Service Jobs

- They must have last worked in a labor market area (or balance of State area) with substantial unemployment.
- Benefits would be governed by benefit provisions of each State unemployment insurance law.
- Individuals who had exhausted their benefits under State unemployment insurance programs would be eligible for a maximum of 13 weeks of benefits.
- Individuals who were not previously eligible for State unemployment insurance benefits would be eligible for a maximum of 26 weeks provided that they have attachment to the labor force as required by the relevant State unemployment insurance law.
- Benefits for persons normally ineligible for unemployment compensation generally would be the amount that would be payable as computed under State law if all work was performed for employers covered by the unemployment insurance program.
- No new beneficiaries would be eligible after December 31, 1975.

Community Improvement Program

The Community Improvement Program would be structured so that as the national unemployment rate rises, more money would be available for community improvement projects. The program would provide funding for projects such as conservation, maintenance or restoration of natural resources; community beautification, antipollution and environmental quality efforts; economic development; improvement and expansion of health, education, and recreation services; and other services which contribute to the community.

Community improvement projects would be limited to areas eligible for the Special Unemployment Assistance Program and would be operated by the units of State or local government that are prime sponsors of manpower programs under the Comprehensive Employment and Training Act.

Projects could be with State or local government agencies. Each project would be limited to 6 months' duration, and not more than 10 percent of a sponsor's funds could be used for administrative costs, supplies, material, and equipment.

Individuals eligible for employment on these projects would be those who have exhausted their benefits under the Special Unemployment Assistance Program. Project employees would be paid at least the minimum wage under the Fair Labor Standards Act, or the State or local minimum wage, whichever is higher; however, in no case could the wage exceed an annual rate of $7,000. State or local governments could not supplement wages with their own funds.

Prohibitions against political activities and discrimination would apply to the program. □

The table below first shows funds and services now available under unemployment compensation laws and the Comprehensive Employment and Training Act (CETA). It then indicates how much would become available over a 12-month period for current unemployment programs, and for the two new programs proposed by President Ford, at average national unemployment levels of 6 percent and 6.5 percent. Title II of the National Employment Assistance Act would make a further $1 billion available if national unemployment averaged 7 percent for 3 months or more.

	Now Available	Available Under Proposed Programs	
		6 Percent	6.5 Percent
CETA Public Service Jobs			
Funds	$1,015 million	$1,015 million	$1,015 million
Jobs	170,000	170,000	170,000
CETA Other Training and Employment			
Funds	$1,700 million	$1,700 million	$1,700 million
Man-Years	380,000	380,000	380,000
Unemployment Benefits (Current Law)			
Payments	$7,775 million	$8,145 million	$9,065 million
Beneficiaries	7.9 million	8.2 million	9.2 million
National Employment Assistance Act			
Special Unemployment Benefits			
Payments	—	$2,120 million	$2,550 million
Beneficiaries	—	2.73 million	3.31 million
Unemployment Insurance Exhaustees	—	830,000	1.05 million
Previously Ineligible	—	1.9 million	2.26 million
Community Improvement Projects			
Funds	—	$500 million	$1,250 million
Man-Years of Employment	—	83,000	208,000

Words & Figures

Occupational Groupings by Sex

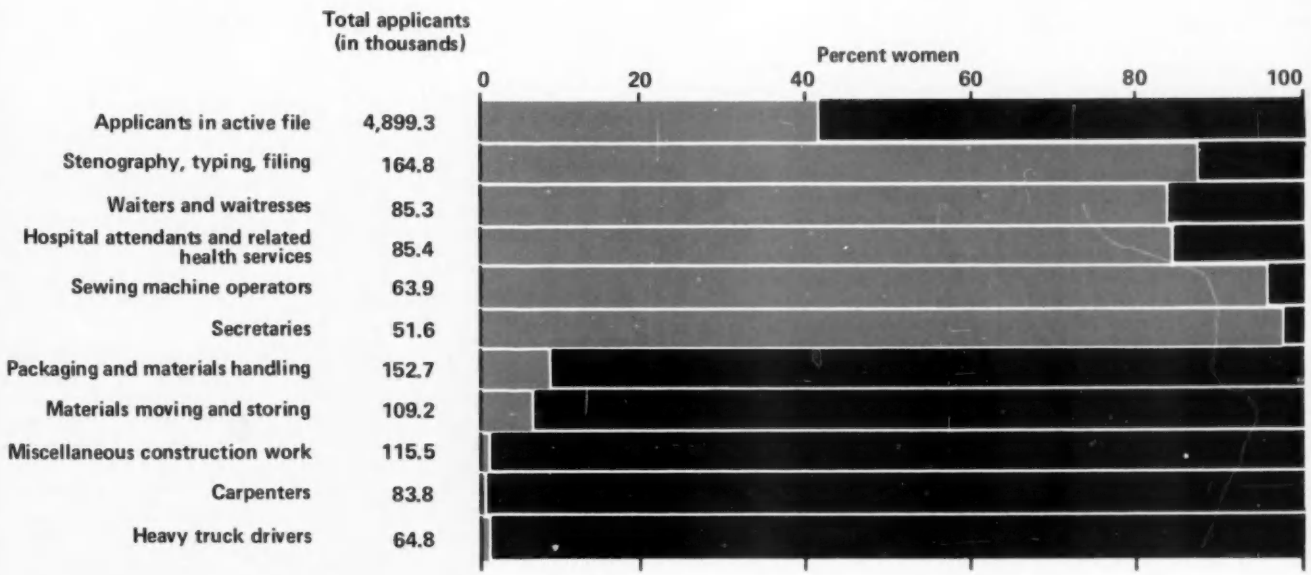
The occupational classification of applicants in the active file of the employment service shows that, although both men and women hold jobs in a broad range of occupations, women dominate certain occupations while they are almost nonexistent in others.

The almost 4.9 million applicants in the employment service active file as of June 30, 1974 were classified in nearly 1,000 different occupational groups, but 57 percent or nearly 2.8 million of these applicants were concentrated in 75 occupations. An analysis of these 75 occupational groups reveals a strong tendency toward occupational differentiation between the sexes. Women comprised 44 percent of the persons in the 75 top categories, about their same proportion (42 percent) of the total active file.

Within the 75 most populous job classifications, however, the proportion of women varied widely by occupation. Of the 1.2 million women in these occupations, 66 percent or more than 800,000 were concentrated in 22 jobs in which women accounted for 75 percent or more of all applicants. The 800,000 women classified in these 22 occupations comprised about 40 percent of all women in the employment service's active file, regardless of job classification. Six occupational groups—secretaries; stenographers, typists, and filing and related workers; waitresses; hospital attendants; garment sewing machine operators; and non-garment sewing machine operators—claimed more than 20 percent of all women.

Men comprised 75 percent or more of the applicants in 34 of the 75 leading occupational groups. More than 42 percent of the total of 2.8 million men in the employment service's active file were in these 34 job classifications. The five occupational groupings with the most male applicants were packaging and materials handling, miscellaneous construction work, materials moving and storage, carpentry, and heavy truck driving. More than 500,000 men were listed in these categories.

Employment service active applicant file, by occupation and sex, fiscal year 1974



Publications

Following is a selected list of publications on manpower and related matters. Single copies of Manpower Administration publications for which no price is indicated can be obtained free by writing or telephoning the Inquiries Division, Manpower Administration, U.S. Department of Labor, Room 10225, 6th and D Sts., NW., Washington, D.C. 20213. Requests for copies of other free publications listed should be sent directly to the appropriate agencies at the following addresses: Bureau of Labor Statistics, U.S. Department of Labor, Room 1512, General Accounting Office Building, Washington, D.C. 20212; Employment Standards Administration, U.S. Department of Labor, Room 5137, Main Labor Building, Washington, D.C. 20210; or to the address given in the specific listing. Please enclose a self-addressed label with all requests for free publications. For publications not available free, write the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, or the specified address given, and enclose payment.

National Apprenticeship and Training Standards

Manpower Administration booklets set forth national apprenticeship and training standards in various industries to help employers and labor representatives in establishing, improving, and conducting local apprenticeship programs.

Painting and Decorating and Drywall Finishing

Photographic Equipment Repair Industry

Plumbing and Steamfitting—Pipefitting

Optical Technician (contact lens technician)

Labor Market Experience of Engineers During Periods of Changing Demand

Manpower Administration booklet provides some answers to the many assertions that have been made about the labor market for engineers and presents recommendations for policies and programs in both the public and private sectors. Examines labor market experience of engineers from recruitment to layoff, job search, and reemployment. Also discusses training and skill obsolescence and national manpower programs to assist reemployment. Specify Manpower Research Monograph No. 35. $1.05.

Occupational Information Systems Grants Program Standards and Guidelines

Manpower Administration booklet outlines the objectives, standards, and guidelines on the basis of which the Department of Labor will fund information systems in States and local areas. Such systems can provide occupational information to persons in career exploration and decisionmaking, especially students and out-of-school youth.

Jobs for Which Apprenticeships Are Available

Bureau of Labor Statistics pamphlet lists 55 occupations for which a person can train through apprenticeship. Each listing gives the qualifications and training and employment opportunities and trends to 1985.

Occupational Outlook for College Graduates—1974-75 Edition

Bureau of Labor Statistics 290-page illustrated guide to career opportunities in a broad range of professional and related occupations for which a college education is, or is becoming, the usual educational background for employment. Provides occupational information for students attending or planning to attend college, as well as for their counselors, teachers, and parents. Each occupational statement discusses the outlook and presents information on the nature of the work, places of employment, education and training requirements, earnings, and working conditions. Also presents brief summary of expected changes in the Nation's economy and an analysis of the overall supply and demand situation for college graduates through the mid-1980's. Specify BLS Bulletin 1786. $2.95.

Productivity: An International Perspective

Bureau of Labor Statistics chartbook provides reasonably consistent data that will permit international comparisons of productivity trends and levels and also gives related factors for selected countries. Part I covers basic information on productivity trends and levels; Parts II and III show how differences in productivity affect costs and living standards; and Part IV traces trends in various sources of productivity growth. Specify BLS Bulletin 1811. $1.25.

Occupational Supply: Concepts and Sources of Data for Manpower Analysis

Bureau of Labor Statistics booklet reviews current state of occupational supply information, including uses of such information, conceptual problems, how information requirements vary among occupations with different skill and economic characteristics, and availability of data to carry out good supply analyses. Also offers recommendations for future research and data collection. Concentrates on Federal activities, but applicable to State and local manpower activities as well. Specify BLS Bulletin 1816. $1.15.

A Working Woman's Guide to Her Job Rights

A 38-page Women's Bureau booklet highlights under one cover the many laws and Executive orders which affect women when they are seeking a job, while they are on the job, and when they retire. Also lists names and addresses of Federal agencies which can provide further information or assistance, and of State labor offices and human rights commissions. 60 cents.

Fact Sheet on the Rehabilitation Act of 1973

Employment Standards Administration fact sheet briefly explains new regulations which implement Section 503 of the Rehabilitation Act of 1973, which is designed to end job discrimination against the handicapped in the work force. Also explains handicapped individuals' new rights to file a complaint any time they believe an employer has discriminated against them because of a disability. The law affects about 12 million handicapped men and women aged 16 to 64.

Black Lung Medical Treatment Benefits

Employment Standards Administration folder lists types of medical treatment available through the Labor Department or responsible coal mine operators for black lung beneficiaries who filed with and have been awarded benefits by the Department of Labor. Available from Black Lung, U.S. Department of Labor, Washington, D.C. 20210.

HIRE
THE HANDICAPPED

Artist: Julie Takahashi

UNITED STATES
DEPARTMENT
OF LABOR
MANPOWER
ADMINISTRATION
WASHINGTON, D.C. 20213

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, $300

LAB-441

U.S. MAIL
POSTAGE AND FEES PAID
U.S. DEPARTMENT OF LABOR
CONTROLLED
CIRCULATION RATE

Tens of thousands of men with medical training and experience have been discharged from the armed services over the past 5 years, but few of them have moved into civilian health care jobs. Why, and what can be done to make better use of this valuable resource? The Manpower Administration and other organizations have been looking into this question. What they have found out is the subject of *Military Medics—Will We Use Their Skills?* in this issue of MANPOWER.